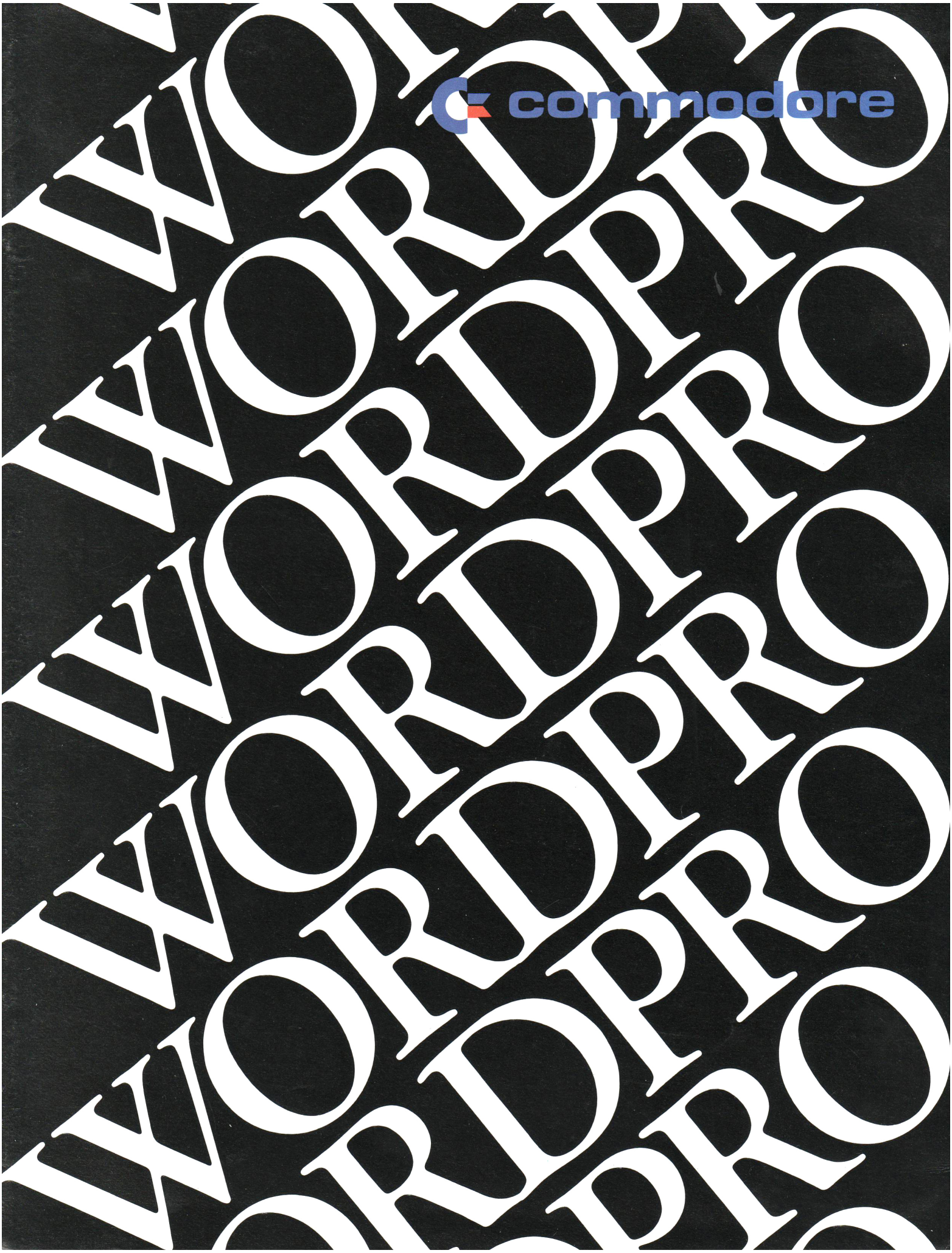
commodore
WORDPRO

Now is the Time to Save Time with WordPro

What can a word processing system do for your company? It can save you time and money and can make your workflow smoother by eliminating repetitive typing tasks.

With Commodore's WordPro, you type letters, reports, memos, or other text just as you would on a typewriter. But once you have typed each page, you can correct errors or make as many changes as you want without ever manually retyping the page.

WordPro enables you to make last-minute corrections easily, because you type only the changes you want. It takes just a few seconds to alter a phrase or line and ask WordPro to print a new, clean copy of the entire page. And you only have to proofread the words you changed—the rest remains error-free.

With WordPro, it's easy to produce error-free manuscripts. No matter how many people make last-minute additions, deletions, and changes, a perfect copy of every page is only a minute or two away.

How Does WordPro Help You Save Time?

All office automation systems are meant to save time—but to really save you time, they must be easy to use. With WordPro, you just type simple commands to do all kinds of editing and correcting tasks automatically, such as:

- Correct typographical errors
- Transfer words, sentences, or paragraphs from one place to another in your manuscript.
- Remove undesired words or sentences
- Insert new words, sentences, or paragraphs anywhere in your manuscript
- Type form letters with different names, addresses, or prices
- Search for a word or phrase in the text and replace it with a different word or phrase
- Store frequently used sentences or paragraphs to insert into letters or reports when you need them

WordPro is so easy to use that you can be typing perfect letters and memos the same day you receive your CBM WordPro system.

A step-by-step WordPro training guide leads you through an hour-long series of self-teaching lessons. Then you can practice using WordPro by typing and correcting your own projects. In a few days, you'll never want to use a typewriter again.

With WordPro, you won't have to stay late when an important report lands on your desk at 4:30, covered with alterations. And management won't have to wait for the report to be retyped. Since you only type the corrections, never the unchanged text, you can produce a perfect new report in only minutes.

WordPro Gives Results You Can Be Proud Of

WordPro produces attractive pages without time or effort from the typist. With a simple command, WordPro:

- Automatically centers headings and titles
- Automatically numbers pages sequentially
- Automatically hyphenates specified words at the end of lines

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COMMODORE BUSINESS MACHINES, INC.
3330 SCOTT BOULEVARD
SANTA CLARA, CALIFORNIA 95050
TELEPHONE: (408) 727-1130 TELEX: 171141
CABLE ADDRESS COMBUSMAC

Mr. John Doe
Administrative Manager
United International Company
1000 South Street
Anytown, IL 01234

Dear Mr. Doe:

Thank you for visting the Commodore booth at the recent NCC Office Automation Conference. I am pleased that you are interested in WordPro, Commodore's affordable word processing system.

WordPro increases the productivity of your typing staff, because they can correct errors without retyping pages. And you only have to proofread the alterations--unchanged text stays error-free.

With WordPro, your typists can produce high-quality, error-free text for:

Memos	Correspondence
Proposals	Contracts
Form Letters	Procedures
Reports	Instructions
Mailing Lists	Manuscripts

and prospects

This means that you can respond more quickly to customers, sending proposals and correspondence promptly without delays for retyping. Your proposals, contracts, and form letters look better, too, because every copy is a freshly printed original, formatted as you prefer with justified lines, running headings, and centered titles.

With all these capabilities, you would expect to pay a lot for WordPro. Instead, WordPro costs less than half the price of similar systems.

I'll be happy to show you WordPro in operation--just call me for a demonstration of how you can save time with a Commodore WordPro system.

and money

Sincerely,

Bill Smith
Sales Manager

A COMMODORE INTERNATIONAL COMPANY

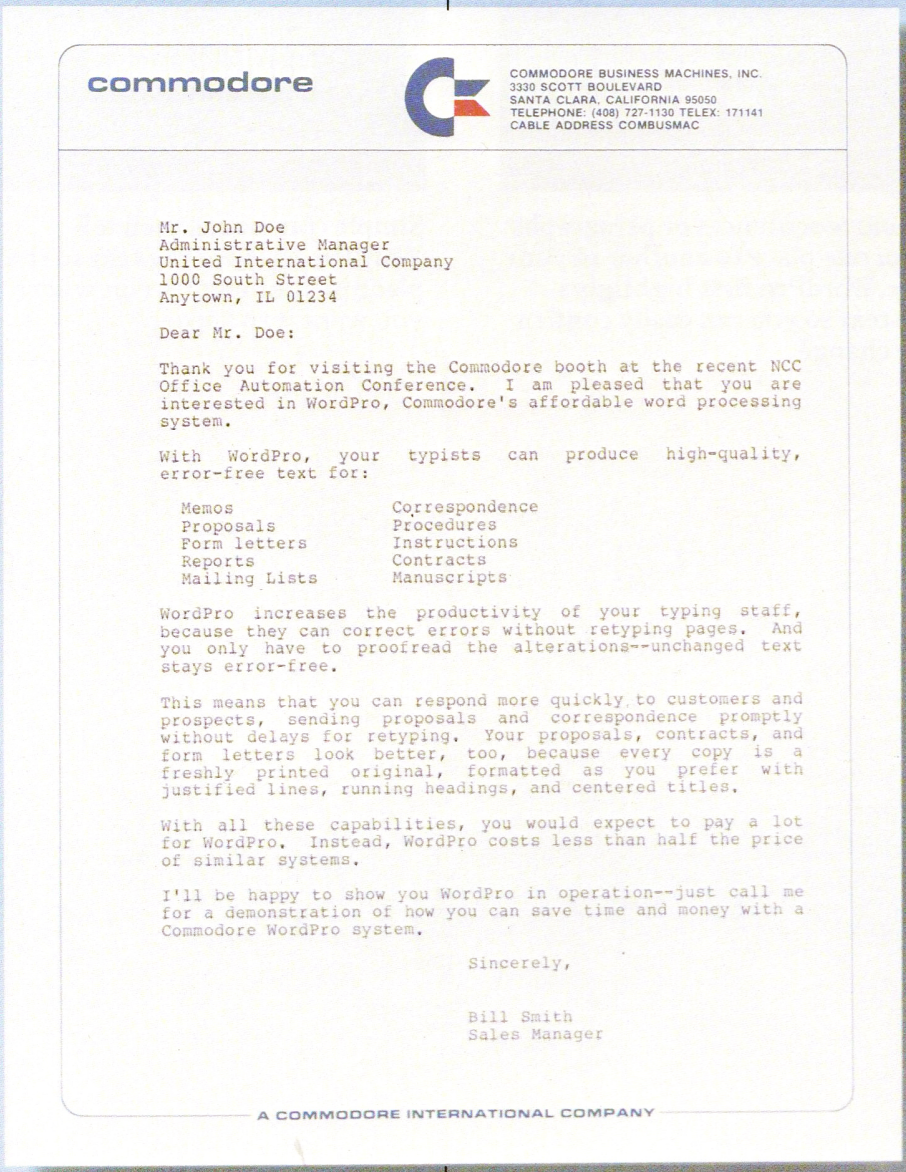
Here is a letter rough-typed with WordPro. It will take only a minute or two to make the changes marked in red and produce the error-free copy shown on the next page.

- Automatically tabulates numeric columns

A single WordPro command produces neatly right-and-left justified text, with even margins for a book-like appearance.

For long reports and manuscripts, you may want to repeat a chapter title at the top of every page. Or you might want to type the date, or "CONFIDENTIAL" or "PRELIMINARY" at the bottom of each page. WordPro produces these "running" headlines and footlines automatically. You only have to type them once.

WordPro output enhances your company's image—error-free correspondence has no corrections or white-out. Every form letter and memo you send is a freshly printed original.



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Sincerely,

Bill Smith
Sales Manager

A COMMODORE INTERNATIONAL COMPANY

It took less than two minutes to correct the errors and produce this perfectly typed page with justified margins.

WordPro—The Cost-Effective Word Processor

Word processing doesn't need to be expensive, but all too often it is. Although business managers are starting to learn the value of office automation, many still reject word processing, because most word processing systems are too expensive to install.

WordPro is an affordable system. All CBM WordPro systems cost much less than their capabilities would make you expect. You can pay up to three times the cost of a WordPro system to get started in word processing—but you don't have to.

You can invest less money in a CBM WordPro system, and get a better system sooner. Authorized Commodore Dealers offer immediate delivery on WordPro systems—no costly 90-day or 6-month delays.

And WordPro is so easy to learn that you avoid expensive delays and time investments for training. With WordPro, typists increase their productivity and effectiveness almost immediately.

WordPro is the cost-effective word processor. Low purchase price satisfies conservative financial managers. Low start-up costs please operating managers and users.

The Bottom Line—WordPro Helps You Succeed

WordPro saves time and increases the productivity of your typing staff. You produce more error-free pages faster, because WordPro lets you correct errors without retyping pages. Since you didn't retype unchanged text, you never have to reproofread it.

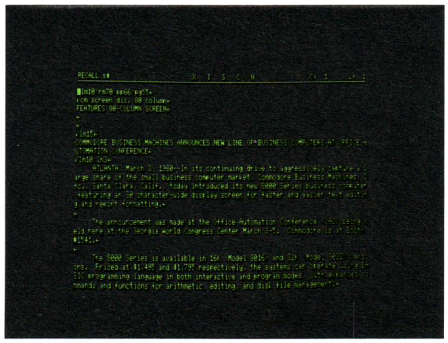
WordPro does more for your office operations. WordPro automatically types form letters of any kind. WordPro can store hundreds of pages of text for convenient revision whenever you need it. And WordPro produces attractive, justified pages with automatic headlines.

For the bottom line—a WordPro system does the word processing tasks you'd expect from systems costing three times the price of WordPro.

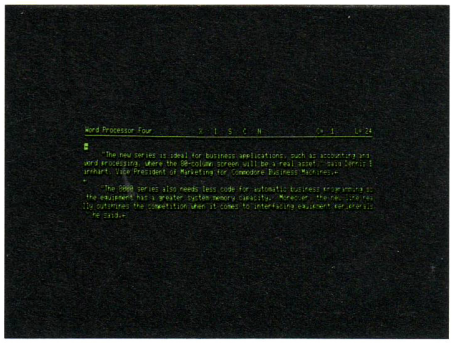
And you can depend on Commodore to stand behind WordPro with reliable support and service. Quality word processing doesn't have to be expensive—WordPro proves it.

Just call the Authorized Commodore Dealer nearest you for a demonstration of how WordPro can save your company time and dollars.

Editing and revising text is fast and easy to do with your WordPro system.



To move sentences or paragraphs from one place to another in your text, WordPro first highlights the text so you can easily confirm the change.



Simple commands then tell WordPro to move the text to the place in your manuscript where you want it to appear.

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